

PURPOSE

In cooperation with the Massachusetts Executive Office of Public Safety and Security (EOPSS), the Foxborough Police Department (FPD) is committed to enhancing public safety on our roadways. Our combined mission is to locate wanted, stolen vehicles and to decrease vehicle crashes, fatalities and injuries. These measures will reduce the resulting economic and personal costs associated with motor vehicle theft and motor vehicle crashes. The FPD recognizes that motorists who are driving unlicensed, with a suspended or revoked driver's license, or uninsured pose a threat to law-abiding citizens. The use of Automated License Plate Reader (ALPR) systems gives law enforcement a tool to proactively detect a stolen/wanted motor vehicle and/or a motor vehicle driven by an unlicensed, revoked, suspended or expired operator.

POLICY

The availability and use of the ALPR system affords opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of this Department that all members abide by the guidelines set forth herein when using ALPR system.

DEFINITIONS

ALPR: Automated License Plate Reader.

Read: Digital images of license plates and vehicles and associated data that are captured by the ALPR system.

Alert: A visual and/or auditory notice that is triggered when the ALPR system receives a potential "hit" on a license plate.

Hit: A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

- **Hot List:** License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including the Commonwealth of Massachusetts Department of Criminal Justice Information Services (DCJIS), the National Crime Information Center (NCIC), as well as national Amber Alerts and Department of Homeland Security watch lists. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the ALPR system.

PROCEDURES

A. General

- The use of ALPR systems is restricted to public safety-related missions of this Department.

- ALPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of the equipment and associated databases, or data, may result in sanctions and/or disciplinary actions.
- ALPR systems and ALPR data and associated media are the property of this Department and intended for use in conducting official business only.

B. Administrative and Technical Support

Administrative Support: The Lieutenant in charge of the Patrol Division shall serve as the ALPR System Administrator. His duties shall include:

- Ensuring that the ALPR system is used only for appropriate Department business and in accordance with this policy;
- Monitoring the use of the ALPR and schedule periodic audits;
- Recommending updates to the ALPR policy;
- Keeping informed of legal decisions, trends, and case law concerning ALPR's
- Coordinating with the Records Officer in terms of maintenance and retention of data.

Technical Support: The officer responsible for technology implementation shall be designated as the program Technician. The duties of the Technician shall include:

- Training designated officers in the proper operation of the system
- Documenting those trained as Technicians and Operators.
- Providing periodic equipment checks to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall immediately be removed from service until repaired.
- Assist Patrol Division staff as needed.

C. ALPR System Usage

ALPR operation and access to ALPR collected data shall be for official business only. Only officers who have been properly trained in the use and operational protocols of the ALPR system shall be permitted to use it.

At the start of each shift, operators must initiate the "Start Shift" process in order to sync the database with the most current hot lists available. Similarly, at the end of each shift, the "End Shift" process must be initiated. Further instruction in these processes will be covered during operator training.

The ALPR is designed to shut down when the cruiser is turned off. Users should activate the "PAGIS" icon when the cruiser is restarted.

ALPR Alerts/Hits:

Prior to the initiation of a vehicle stop, operators should:

- Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance
- Verify the current status of the plate through Dispatch or MDT query when circumstances allow. In each case in which an alert or hit is triggered, the user should record the disposition of the alert and the hit into the ALPR system if possible.

Hot lists may be updated manually if the user enters a specific plate into the ALPR system and wants to be alerted when the plate is located. Whenever this is done, the officer should document the reason.

Requests to use the ALPR during nontraditional deployments, i.e. special operations or criminal investigations, must be approved by the Administrator. In his absence, requests may be forwarded to a Deputy Chief or the Chief.

D. ALPR Data Sharing and Dissemination

ALPR data should be considered “for official use only” and shared for legitimate law enforcement purposes only.

- When ALPR data is disseminated outside the Department, it must be in conformity with all laws and shall be documented accordingly.
- Information sharing among government agencies should be done in accordance with established department policies and protocols.

E. Retention

Retention of LPR data shall be in conformity to the Public Records Laws of the Commonwealth. The Records Officer shall be responsible for the maintenance and retention of data used and created by the ALPR system.